Dear Prospective Planner/Faculty Member,

We are looking forward to having the opportunity to include you as a <proposed role for person—e.g. planner, faculty, reviewer, etc.> in the accredited continuing education, <Insert activity title or working title and date/location information, if appropriate>.

All persons in a position to control the content of an accredited activity must provide full disclosure of financial relationships, prior to their role(s) in the activity being confirmed. For detailed information about expectations for disclosure of financial relationships, please refer to the [ACCME Standards for Integrity and Independence](https://accme.org/sites/default/files/2022-06/884_20220623_Standards%20for%20Integrity%20and%20Independence%20in%20Accredited%20Continuing%20Education.pdf).

We ask that you please create a profile in our CME learning management system, CloudCME, <https://ucsd.cloud-cme.com/default.aspx> and complete a disclosure form. Attached are instructions to create your account and complete a disclosure form. If you have any questions or issues, please let us know.

{Insert Sign Off}

**Additional Note**: Please attach the [Handout for Create Profile & Complete Disclosure](https://ucsd.cloud-cme.com/assets/ucsd/pdf/Planner%20Resources%20-%20Application/Create%20Profile%20and%20Complete%20Disclosure.pdf)